

**College of Health and Human Development
Courses with Short-term, Domestic Travel Experiences**

Checklist and Procedures for Faculty

IMPORTANT: Completion of this form assumes the following:

The faculty member is working with staff in HHD Outreach and Conferences & Institutes on the planning and implementation of the course. If this is not the case, please contact Lisa Clapper (lrc139@psu.edu, 865-8898) in the HHD Outreach Office as soon as possible.

Approvals related to risk management and safety, student fees, etc. are required prior to offering a course with short-term, domestic travel.

Name of faculty member in charge of course and trip _____

Title and PSU ID#: _____

Department: _____

Email: _____ Phone: _____

Course Number: _____

Course Title: _____

Semester offered: _____

Trip Dates: _____

Trip Location(s): _____

Number of student participants: _____

Number of others traveling (e.g additional faculty, graduate students, staff, etc.): _____

Initial each item below to verify that these steps have been completed prior to trip:

_____ Attach detailed itinerary including all means of transportation with departure and arrival times/dates. (Note: University policy does not permit personal vehicles to be used to transport students to/from trip locations.)

_____ Attach roster with the following information for all participating students: name, PSU ID#, student cell phone number, emergency contact name, phone number, and relationship to student. If overnight travel is included, roster must also indicate that each student has signed an MOU and Code of Conduct statement.

_____ Attach list of all non-students traveling with this group, including yourself and any other persons. Provide name, title, PSU ID#, phone number, emergency contact name, phone number.

_____ Each student has read and signed an MOU and Code of Conduct statement. (required for overnight trips)

_____ The following Penn State employees, who will remain at University Park, have agreed to serve as contacts in case of emergency and will have this form, as well as the attached rosters and itinerary: Department Head/School Director, Lisa Clapper in the HHD Outreach Office, and Conference & Institutes planner.

_____ All participants have received information in writing about what to do in case of emergency while traveling to and from the destination and at the location(s).

_____ The lead faculty member has read and agrees to follow the procedures described below.

PRIOR TO DEPARTURE:

1. Ensure that every participant has a complete and detailed itinerary, including departure and arrival times, location name and address, etc.
2. Ensure that every participant has cell phone numbers of lead faculty member.
3. Encourage students to keep a working cell phone with them at all times. Pair anyone who does not have a phone with someone who does.
4. Exchange your cell phone number with anyone who may be providing transportation, i.e. bus driver.
5. Take attendance prior to leaving any location.

FACULTY MUST HAVE IN THEIR POSSESSION AT ALL TIMES:

1. A working cell phone
2. Complete student roster, including names and cell phone numbers
3. List of anyone else traveling with the group, including names and cell phone numbers
4. List of important contacts on campus who can be reached at any time, including names, title, phone numbers

EMERGENCY PROTOCOL:

1. In the event of an emergency while on the trip, first call 911.
2. Then report emergency to University Police at 814-863-1111 (open 24 hours/day)
3. After calling University Police, contact one of the following College personnel to apprise them of the situation:
 - a. On campus contact person – as noted on Checklist
 - b. HHD Safety Office: Kevin Kelliher (kxk84@psu.edu, 814-865-1426)
4. Under no circumstances should faculty contact a student's family or emergency contacts.

REPORTING ACCIDENTS OR ILLNESSES AT NON-UNIVERSITY PARK LOCATIONS:

1. No matter how small the incident, faculty must complete a Risk Management Incident Form, which can be found at <https://policy.psu.edu/policies/sy03>, and submit it to the HHD Safety Officer, who is responsible for sending it to the Risk Management Office.

For more information regarding emergencies involving students while engaged in University Travel, please refer to University Policy SY03: <https://policy.psu.edu/policies/sy03>.

Submit this completed form, along with required attachments as noted in checklist, to your Department Head/School Director and Lisa Clapper in the HHD Outreach Office (lrc139@psu.edu or 104 Henderson Building).